

## **Payroll Administrator/Accountant**

This is a full-time position with flexible hours. The payroll administrator will work with our Accounting and HR teams to manage and maintain the payroll function and assist with financial reporting and benefits. They will serve as the company's go-to person for payroll related matters. The ideal candidate will have broad experience in payroll and senior accounting tasks as well as a passion for details.

### **Required Qualities**

- Strong interpersonal and communication skills
- Canadian payroll designation (PCP) or working towards one
- At least 2 years experience processing an hourly payroll
- At least 2 years experience with month-end accounting tasks for payroll and other financial accounts
- Self-motivated, able to work independently
- Ability to maintain a high level of accuracy, professionalism, and confidentiality
- Comfortable using MS Office programs or equivalents

### **Ideal Experience Includes:**

- Third party payroll services, such as ADP
- Manufacturing or R&D organization ERP (enterprise resource planning) systems
- System implementations
- Relational databases, including an understanding of SQL
- Python programming

### **Responsibilities**

#### **Payroll:**

- Maintain payroll data and prepare semi-monthly hourly payroll for more than 80 employees
- Prepare and post monthly payroll-related accruals
- Work with HR on employee benefits programs, benefit bill payments, and analysis
- Complete and submit tax remittance forms (e.g. ROE, T4, T5, T4A)
- Research payroll legislation and changes to assess impact on the company
- Prepare annual WorkSafe BC report and other government documents or reports
- Prepare, maintain, and improve guidelines to help employees use self-service tools
- Use, maintain, and create internal documentation related to payroll

## Accounting:

- Month end processing and reporting
- Prepare annual standard labour rates
- Manage daily cash requirements, cash flow projections and currency exchange needs
- Assist with SR&ED tax credit claims
- Use, maintain, and create internal documentation related to other accounting practices or company practices in general

## About Us

Zaber Technologies is an established and steadily growing employee-owned company that designs, manufactures, and sells precision motion control equipment for high-tech markets around the world. We strive to create an open, friendly, and high-achieving work environment. Our staff are progressive, enthusiastic individuals whose hobbies and interests are reflected in the work we do. Some aspects of Zaber that our employees especially enjoy include the people, the sense of community, flexible hours, level of employee engagement, employee-organized group activities and opportunities to learn. Most of us cycle, bus, or carpool to work and put in extra effort to make sustainable choices. Last, but not least, our office has several friendly dogs.

Find out directly from our employees what it's like to work at Zaber by visiting our Glassdoor profile: <http://tinyurl.com/zaber-at-glassdoor>

## How to Apply

To be sure your application is considered, follow the instructions below exactly. If you are viewing this posting on a website other than Zaber's, you may want to visit [www.zaber.com/careers](http://www.zaber.com/careers) to confirm that it's still open. You may also see other postings there that are of interest.

1. Email your application to [careers@zaber.com](mailto:careers@zaber.com).
2. As the subject of your email use "Application for payroll position from <your name>".
3. In the body of your email, indicate how you heard about this posting.
4. Attach a cover letter and resume to your email in PDF format (for bonus points name them "your-name-cover.pdf" and "your-name-resume.pdf" in all lower case).
5. In your cover letter, please answer one of the following:
  - Describe what is important to you in processing a payroll. Consider the ways you like to do things and what aspects of the payroll function you are particularly picky/passionate about and why.
  - Tell us about a time when you dealt with a payroll situation that was new to you. How did you approach it?

Direct applications only. No recruiters please.